

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe

Executive Director
Stuart Grogan



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**HOUSING KITSAP BOARD OF COMMISSIONERS
FEBRUARY 6, 2018
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Kitsap County Commissioner Ed Wolfe, Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, REMHP Director Holly Paterson, Single Family Director Dean Nail, Administrative Support Assistant Tara Owensby.

Absent: City of Bainbridge Island Council Member Kol Medina

1. Called to Order

Chair Putaansuu called the meeting to order at 3:15 PM.

2. Public Comment

No public comment.

3. Approval of Agenda

No comment.

4. Consent Agenda

Commissioner Garrido inquired of the amount of vacation days Housing Kitsap (HK) employees have. Stuart informed the Board that HK Staff are allowed all federal holidays paid and one floating holiday and that staff accrue sick leave and annual leave based on their time employed at HK.

Commissioner Erickson moved to approve the Consent Agenda. Commissioner Gelder seconded. Commissioner Garrido abstained. Motion carried.

5. Action Items

A. Consideration of a motion to approve the 2017 annual budget.

The request was corrected to approve the 2018 annual budget, not the 2017 annual budget. Wendy mentioned that everything in the budget is the same based on comments from the work

Commissioner Wolfe suggested that staff contact legal and inform them of a possible legal action and requested an update at the next Board meeting.

B. Almira

Stuart reported that he was very impressed with the amount of change there was after one day of work, and what a difference it made. Stuart said that majority of people who needed to relocate were able to relocate leaving only a few unaccounted for.

C. RAD

Stuart reported that next week HK staff have a phone meeting with the RAD Transaction manager assigned to HK. Stuart mentioned that this Transaction manager is the main link for HK to HUD.

D. Update on proposal to amend the areas eligible for Self-Help housing

Dean reported that USDA-RD proposed a change of boundary line in Kitsap County. There are three significant changes that will effect Housing Kitsap significantly. Bainbridge Island, Port Orchard, and some of Silverdale are locations that will no longer be eligible for the Self-Help Housing program. Dean and staff will discuss the severity of what this change could do for HK with USDA-RD staff at the upcoming quarterly meeting.

E. Retreat brainstorming

The Board discussed options for locations and topics for the Board Retreat and decided to tour the HK properties.


8. For the good of the order

Commissioner Wolfe wanted clarification what the plan for moving forward with Tenmast will be. Wendy said that HK will hear from Boston Post/MRI by Friday, informing HK of a game plan, outline and a cost regarding what it will take to get HK up and running. Wendy said that her task was to gather information identifying what is not available in the Tenmast software. Boston Post/MRI promised they would take an objective look at the list and if they felt that Tenmast would not meet HK's needs then they would then convert HK to the Boston Post/MRI software. The Board of Commissioners requested an update at the next Board meeting.


9. Adjourn

With no further business, Chair Putaansuu adjourned the meeting at approximately 4:40 pm.

ATTEST:


STUART GROGAN
Executive Director

ATTEST:


TARA OWENSBY
Administrative Support Assistant


3/6/2018
Date Approved